



Job Opportunity

Highway Supervisor

Location: Department of Public Works, 126 Ledge Road, Darien, CT

Hours: 37.5 hours per week/7:00 a.m. – 3:30 p.m., Mon. – Fri. (1 hour lunch)

Compensation: \$84,701 to \$113,071 DOE (Grade 6)
(Eligible for full benefits package including health/dental/vision insurance, pension plan, life insurance, paid holidays, vacation, sick leave, personal leave, and long-term disability insurance.)

Closing Date: October 28, 2019

Distinguishing Characteristics:

This position is responsible for organizing and supervising work crews in the repair, maintenance and construction of Town roads, bridges, parking lots, grounds, assigned buildings and facilities.

Supervision Received: Works under the general direction of the Director or Assistant Director of Public Works.

Examples of Essential Duties:

- Manages the staff and operations of the Highway Division;
- Coordinates seasonal maintenance operations, including repair and reconstruction of road, laying and repair of storm drainage pipes, construction, repair and cleaning of catch basins, street sweeping, roadside and grounds mowing and road grading;
- Implements emergency storm response system, including plowing and salting of roads;
- Assists in responding to highway emergencies and other unexpected incidents;
- Makes on-site inspections and assigns necessary repair work;
- Oversees and coordinates activities of computerized traffic signal system and review of related specifications and contracts;
- Performs incident management evaluations and additional research in the field of highway traffic operations;
- Supervises the building, repair and maintenance of head walls, stone walls, and asphalt and concrete curbing;
- Provides on-the-job training and staff development particularly in the area of workplace safety;
- Supervises the solid waste and recycling center staff, equipment and contract operator;
- Evaluates work performance of assigned personnel and recommends appropriate personnel action as necessary;
- Supervises town employees and subcontractors in winter and other maintenance of two railroad stations;
- Maintains railroad safety records for town employees;

- Provides support services for Tree Service Contractor;
- Responsible for procurement of construction and maintenance materials and supplies while approving invoices or billing statements.
- Supervises random drug and alcohol testing as required for commercial driver and railroad employees.
- Maintains Global Harmonized Systems (GHS) for Highway garage;
- Prepares for Occupational Health and Safety Administration (OSHA) inspections; and
- Performs related duties as required.

Minimum Qualifications:

- High school diploma or GED.
- Eight (8) years' of professional experience in highway maintenance or construction work. Two (2) years of the General Experience must have been in a supervisory capacity. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in architecture, business or construction management, engineering or public administration may be substituted for one (1) additional year of the General Experience.
- Must possess and retain a valid Motor Vehicle Operator's license.
- Considerable knowledge of and ability to apply management principles and techniques;
- Considerable knowledge of relevant State and Federal laws, statutes and regulations;
- Considerable knowledge of the repair, maintenance and construction of Town roads, bridges, parking lots, grounds, drainage structures or systems, assigned buildings and facilities;
- Considerable knowledge of scope and function of traffic safety, illumination, highway markings, and signing;
- Considerable knowledge of highway traffic operations;
- Knowledge of the functions, operating methods and care required of the heavy and light equipment used in roads and grounds maintenance projects;
- Knowledge of the work hazards, safety practices and federal and state laws relating to safety;
- Considerable interpersonal skills;
- Considerable oral and written communications skills;
- Considerable ability to develop and review technical reports;
- Ability to oversee emergency duties including snow and ice removal, whenever services are needed; and
- Knowledge of or ability to learn MS Excel, MS Word, MS Outlook, MUNIS, and Q-Alert.

Prior to appointment to this position, a physical examination, drug and alcohol screening test and background check are required.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference "Highway Supervisor" in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Typed Town of Darien Employment Application (available www.darienct.gov, HR Dept. page); and
3. Resume.

The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.